

## STATEWIDE INFORMATION TECHNOLOGY POLICY

### **Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards**

**Short Title:** Enabling IT Policy

**Effective Date:** July 24, 2006

**Approved:** Richard B. Clark

**Replaces and Supercedes:** This policy supercedes all enterprise policies for establishing and implementing information technology (IT) policies and standards.

### **I. Policy Purpose**

The Montana Information Technology Act (MITA) assigns the responsibility of establishing and enforcing statewide IT policies and standards to the Department of Administration (DOA). This policy defines roles and activities to fulfill the responsibility.

All statewide entities must adhere to this policy.

### **II. Definition(s)**

Chief Information Officer: Section [2-17-506\(3\) MCA](#) defines the Chief Information Officer (CIO) as the person appointed by the director of the department to carry out the duties and responsibilities of the department relating to information technology. It is therefore, the responsibility of the CIO to establish and enforce statewide information technology policies and standards.

Enterprise: Enterprise shall have the same meaning as "Statewide". All agencies of the state, including the university system, working collaboratively to use, share, and leverage the investments made in information technology. To this end, agencies of the state and participating entities share systems, networks, and service access entry points, use standard software and hardware, and train employees in common techniques. Those with exemptions under specific sections of the law will be excluded in the appropriate policy.

Information Technology: Information technology (IT) means hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data.

Policy: Policies are required courses of action or sets of requirements to be followed with respect to the acquisition, deployment, implementation or use of information technology resources. All exceptions and changes must be documented, reviewed and approved.

Standard: Standards define the requirements or specifications for acceptable software, hardware, database, technical approach, business process, or methodology and must be complied with. All exceptions and changes must be documented, reviewed and approved.

Procedure: Procedures are sets of instructions that describe specific steps or actions used to implement a policy or standard. Organizations affected and enforcement of a procedure are determined in policy or standard.

Guideline: Guidelines are recommended actions or industry best practices used to guide the use and deployment of information technology. Information technology guidelines may include a case study, analysis or white paper which describes good business and IT practices.

Material Change: A material change in any written document is one which alters its meaning, applicability, enforcement, tenor, or its legal meaning and effect. Changes to the scope, policy statement, enforcement and significant content changes are material changes.

Non-Material Change: A change that is insignificant to the content, such as spelling/grammar corrections, format changes, or incidental information such as contact information.

Refer to the [Statewide Information Technology Policies and Standards Glossary](#) for a complete list of definitions.

### **III. Roles and Responsibilities**

Chief Information Officer: The CIO shall ([2-17-511](#) and [512, MCA](#)):

- Be responsible for establishing, approving, and enforcing statewide IT policies and standards
- Establish procedures and guidelines to support the development of statewide IT policies and standards
- Have authority to grant exceptions to, or grant interim approval of, statewide IT policies and standards
- Establish maintenance, compliance and enforcement criteria for statewide IT policies and standards
- Enforce compliance with statewide IT policy and standards and review non-compliant activities with the Information Technology Board
- The CIO shall inform the Information Technology Board, the Office of Budget and Program Planning, and the Legislative Finance Committee ([5-12-205\(4\) MCA](#)) of all policies and standards.

Information Technology Board: The board ([2-17-513\(3\)\(a\) and \(e\), MCA](#)) shall review and advise the department on statewide IT policies and standards and requests for exceptions.

Legislative Finance Committee: The committee ([5-12-205\(4\) MCA](#)) shall monitor the IT policies of the DOA and evaluate IT policy changes and the fiscal implications of the proposed changes and shall provide written responses to the department communicating the committee's positions and concerns on proposed policy changes.

#### **IV. Procedures/Requirements**

##### **A. Development and Implementation of Enterprise IT Policies and Standards**

All statewide IT policies and standards shall be established in accordance with this policy and shall be developed and implemented according to the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards.

##### **B. Change Control**

Policy changes or exceptions are governed by the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this policy are made by submitting an [Action Request](#) form. Requests for exceptions are made by submitting an [Exception Request](#) form.

Changes to policies and standards will be prioritized and acted upon based on impact and need.

##### **C. Enforcement**

Policies and standards not developed in accordance with this policy will not be approved as statewide IT policies or standards.

Enforcement for statewide policies and standards developed in accordance with this policy will be defined in each policy, standard or procedure.

#### **V. Closing**

For questions or comments about this instrument, contact the Information Technology Services Division at [ITSD Service Desk](#), or:

Chief Information Officer  
PO Box 200113  
Helena, MT 59620-0113  
(406) 444-2700

## **VI. Cross-Reference Guide**

### **A. State/Federal Laws**

- [2-17-505\(1\) MCA](#) et seq. - Policy
- [2-17-506\(3\) MCA](#) – CIO Definition
- [2-17-511 MCA](#) – CIO Duties
- [2-17-512\(1\)\(b\) MCA](#) – coordinate and approve
- [2-17-512\(1\)\(e\) MCA](#) – policies and standards
- [2-17-512\(1\)\(w\) MCA](#) - implement
- [2-17-512\(3\) MCA](#) – appoint CIO
- [5-17-513\(3\)\(a\) and \(e\), MCA](#) – Information Technology Board
- [2-17-514\(1\) MCA](#) – enforcement
- [5-12-205\(4\) MCA](#) – Legislative Finance Committee

### **B. State Policies (IT Policies, MOM Policies, ARM Policies):**

- [Enterprise IT Management Audit](#) Recommendation #1
- [Enterprise IT Management Audit](#) Recommendation #3A (Response A)
- [Enterprise IT Management Audit](#) Recommendation #3B (Response B)

### **C. IT Procedures or Guidelines Supporting this Policy**

- Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards

## VII. Administrative Use

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